

File: [redacted]

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30 November 1961



I regret that we do not have the opportunity to correspond more frequently. I like to follow-up periodically on completed projects to make adjustments when needed. My purpose this time is to inquire about the use and operation of your Shelf Filing System and the status of the revised Records Control Schedule.

We did have the opportunity to discuss several filing problems [redacted] who visited us while in town several months ago. We now have seven Shelf Filing Systems in use in [redacted] and are most appreciative of any suggestions the users give us.

We are also trying to complete the Records Control Schedules since we have several of these in process now. At your convenience let us have your comments on this too. Again, I offer our help on any problems you may have in the Records Field.

Sincerely,



11/30

Distribution:

Orig & 1 - addressee

1 - [redacted]

1 - RAO File ✓

RAO/DDS/RD



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